



P.O. BOX 933, RED BLUFF, CA 96080

(530) 527-4208

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# **DATA MANAGEMENT TOOL MEMBER USER GUIDE**

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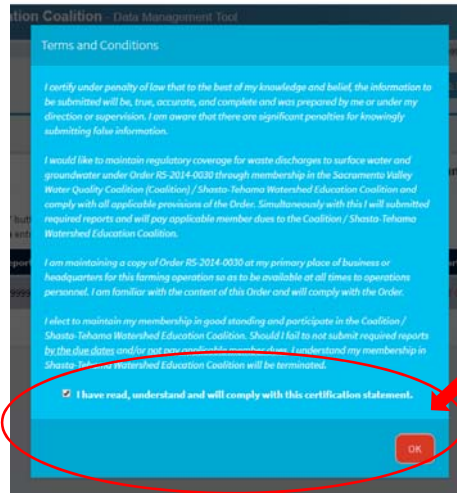
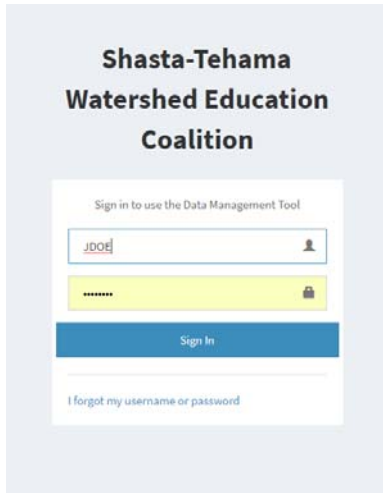
Instruction Handbook

[www.STWEC.org](http://www.STWEC.org)

# DATA MANAGEMENT TOOL MEMBER USER GUIDE

## LOGIN SCREEN AND NOTICE OF CONFIRMATION:

Please refer to your DMT login information sheet for username and password.



- Once you have Signed In, you will see the screen with the Notice of Confirmation (NOC) Terms and Conditions.
- Please read and acknowledge the statement. Once you have checked the box, select OK to go to your account home page.

NOTE: This will pop up and need to be acknowledged each time you log in.

## ACCOUNT HOME SCREEN (1):

When on the home screen you will see your accounts. Please do not be alarmed if you have multiple accounts. If your property has been listed under another name, legally has a different owner, or you manage a farm for someone else, you will see several different accounts listed here.

For EACH ACCOUNT, you will need to do the following steps (2-4) to reconcile and confirm information. You will also need to complete the Farm Evaluation for each account and Nitrogen Reporting Summary if your parcel is in a high vulnerability area.

NOTE: This page has the completion status of the account reporting requirements. As these sections are completed, the status will update. Contact your reporter or confirm that you have completed these sections. If not, please complete.

On this home screen, you will click the "SELECT" button to be taken to that account to review.

1. Review Account Status and Select Account

Owner ID	Owner Name	Reporter ID	Reporter Name	Active Account?	Overall Completion Status?	Part A?	Part B?	Part C?	Part D?	Erosion?	Training?	NMP?
ST9999	John Doe	ST9999	John Doe	ACTIVE	NOT COMPLETE	NOT COMPLETE	NOT COMPLETE	NOT COMPLETE	NOT COMPLETE	COMPLETE	NOT COMPLETE	NOT APPLICABLE

## ACCOUNT CONTACTS SCREEN (2):

- On the Member Data page, you will see your billing and contact information. As you can see there are two contact information sections, one for the OWNER and one for the REPORTER. You cannot change information here, but you can click the "MY CONTACT INFO" button (or MY INFO on top right of page) to be able to make those changes.
- Please add your email address if it is not already listed. This helps us reduce our mailing costs, which helps us keep our member costs down.
- Update billing information by selecting who should receive the invoice - Owner or Reporter - then please click the "Save" button.

From this screen, select the NEXT button to be taken to the parcels list.

The screenshot displays the 'Account Contacts' screen, step 2 of a 4-step process. The title is '2: Update Choice of Billing Contact and Review Owner and Reporter Contact Information'. A 'NEXT' button is circled in red in the top right corner. Below the title, there are instructions: 'Scroll down to review the individual Owner and Reporter contact details.', 'Update billing information by selecting who should receive the invoice - Owner or Reporter, then please click the "Save" button to go to the next step.', 'If you need to update your contact info, it can be done by going to the My Contact Info page.', and 'If you need to change or add a reporter, please call ST.' The 'Update Choice of Billing Contact as needed:' section shows 'Current Billing Name: John Doe' and two radio buttons: 'Same as Owner' (selected) and 'Same as Reporter'. A 'SAVE' button is circled in red. Below this are sections for 'Owner Information' and 'Reporter Information'. Both sections show contact details for 'John Doe' and include a red note: 'Note: Owner information cannot be edited here' and 'Note: Reporter information cannot be edited here'. The 'Owner Information' section includes fields for First Name (John), Last Name (Doe), Entity (John Doe), Phone (530-111-2222), Secondary Phone, Email (john.doe@example.com), Street Address (PO BOX 9999), Address Continued, City (Arbuckle), State (California), and Zip Code (95913). The 'Reporter Information' section includes fields for First Name (John), Last Name (Doe), Street Address (PO BOX 9999), and Address Continued.

## PARCELS LIST SCREEN (3):

- Here you will see all of your enrolled parcels for this “account”. This is where you can add parcels.
- Please verify the APNs and parcels are correct and select NEXT to be able to edit existing parcels or the newly added parcels.

NOTE: You might need to reconcile each account from the “accounts list” and then add or delete parcels afterwards since there might be several “ACCOUNTS” under your login, especially is you manage multiple properties.

**3: Review and Update Parcels enrolled in the current Account**

- This page has two tables - an 'existing parcels table' and a 'new parcels table'. If you have a number of existing parcels, you will need to scroll down to view the new parcels table
- To get started, click or touch (if on a mobile device) a data item you would like to modify.
- **Note: If you are DEACTIVATING a parcel, it will remain in this list and you will be able to reactivate it at a later time. You must provide a deactivation reason for deactivating a parcel.**
- Once you have finished making modifications to the tables then please click the "Save" button.

County	TRS	APN	N Vulnerability	Erosion Vulnerability	Total Parcel Acres	Active?	Deactivation/Reactivation Reason
Tehama	None	111-222-333-000	LOW	None	112.80	Yes	None
Tehama	None	222-333-444-000	LOW	None	180.00	Yes	None
Tehama	None	333-444-555-000	LOW	None	2.00	Yes	None
Tehama	None	555-666-777-000	LOW	None	102.00	Yes	None
Tehama	None	666-777-888-000	LOW	None	118.00	Yes	None
Tehama	None	777-888-999-000	LOW	None	20.00	Yes	None

**New Parcels**

No new parcels exist in the database. Scroll up to review existing parcels or add a new parcel.

**+ ADD PARCEL**

\*If needing to add a parcel not listed.

**Add Parcel**

Add a new parcel

County: Shasta

TRS: [Empty]

APN: 222-222-222-000

Total Parcel Acres: 12

Add Parcel Reason: Newly Irrigated

CANCEL SAVE NEW PARCEL

When adding a new APN/parcel, please complete noted fields before saving new parcel.

Note: If you add a parcel, it will now be seen under the “NEW PARCELS” section.

## CROPPING (PARCELS EDIT) SCREEN (4):

- Here you will see your parcel list again. You will be able to make changes and deactivate as necessary.
- You can split parcels by field level to match field reporting. You can do this by clicking the green Add button and then changing information to reflect field reporting.
- Please make sure information is correct and make any necessary changes.
- Fields in blue can be modified by clicking on them and entering the correct information.

NOTE: If you are wanting to delete a parcel, all data that exists with that APN will be deleted. It might be a better option to DEACTIVATE the parcel rather than deleting it entirely.

Shasta-Tehama Watershed Education Coalition - Data Management Tool

Owner: John Doe | Reporter: John Doe | Year: 2018 | User: ST9999

MEMBER DATA FARM EVALUATION NMP MAPS & REPORTS

1 Account 2 Account Contacts 3 Parcels 4 Cropping

PREVIOUS 4: Review and Update Fields Associated with Parcels in the Current Account NEXT

- Select, Edit and review Field details.
- To get started, click on a data item you would like to modify.
- Note: Once you have finished making modifications to this table then please click the "Save" button.

Add	Del	County	APN	Total Parcel Acres	Field Id	Primary Crop	Year Crop Planted	Irrigated Acres	Winter Crop	Winter Crop Acres
+	×	Shasta	035-060-025-000	10.00	ZZZZZ	PASTURE	2008	9.50	NONE	0.00

- For newly added parcels, you will need to adjust and verify the irrigated acres as well as the primary crop type, etc.

Shasta-Tehama Watershed Education Coalition - Data Management Tool

Owner: John Doe | Reporter: John Doe | Year: 2018 | User: ST9999

MEMBER DATA FARM EVALUATION NMP MAPS & REPORTS

1 Account 2 Account Contacts 3 Parcels 4 Cropping

PREVIOUS 4: Review and Update Fields Associated with Parcels in the Current Account NEXT

- Select, Edit and review Field details.
- To get started, click on a data item you would like to modify.
- Note: Once you have finished making modifications to this table then please click the "Save" button.

Add	Del	County	APN	Total Parcel Acres	Field Id	Primary Crop	Year Crop Planted	Irrigated Acres	Winter Crop	Winter Crop Acres
+	×	Shasta	035-060-025-000	10.00	ZZZZZ	PASTURE	2008	9.50	NONE	0.00
+	×	Shasta	222-222-222-000	12.00	ZZZZZ	CABBAGE	2008	10	NONE	0.00

You have now completed your account reconciliation and can continue on to Farm Evaluation reporting and Nitrogen Management Reporting Summary (for those with acreage in high vulnerability areas). You can print out the NMP worksheet as well.

## **OTHER USEFUL TIPS FOR THE DMT:**

### **NAVIGATING THE SYSTEM:**



- You can either continue on with the NEXT button or click the ACCOUNT button on the left of the screen to be taken back to the list of accounts.

- You can navigate through each section using the tool bar on the left of the DMT screen (pictured left) or you can complete it all at once, this is entirely up to you.

### **HOW TO EDIT CONTACT INFORMATION:**

- At any time, you can select the MY INFO button at the top right of the screen and be taken to the My Contact Information which can then be edited. Be sure to SAVE information once updated. If owner needs to be changed, please contact STWEC at 530-527-4208

Shasta-Tehama Watershed Education Coalition - Data Management Tool

Owner: John Doe | Reporter: John Doe | Year: 2018 | User: ST99999

### My Contact Information

Member Fullname: John Doe  
Member ID: ST99999

<b>First Name:</b> <input type="text" value="John"/>	<b>Street Address:</b> <input type="text" value="PO BOX 9999"/> <small>Street address or P.O. Box Number.</small>
<b>Last Name:</b> <input type="text" value="Doe"/>	<b>Address Continued:</b> <input type="text" value="Enter additional address (if any)"/> <small>Apartment, suite, unit, building, floor, etc., (if any).</small>
<b>Entity:</b> <input type="text" value="John Doe"/> <small>Entity name changes can only be carried out by ST in conjunction with the creation of a new account number. If needed, please contact ST for a new account number.</small>	<b>City:</b> <input type="text" value="Arbuckle"/>
<b>Phone:</b> <input type="text" value="(530) 111-2222"/>	<b>State:</b> <input type="text" value="California"/>
<b>Secondary Phone:</b> <input type="text" value="Enter phone number"/> <small>Secondary contact number, (if any).</small>	<b>Zip Codes:</b> <input type="text" value="95913"/>
<b>Email:</b> <input type="text" value="john.doe@example.com"/>	<b>Notes:</b> <input type="text" value="Enter personal notes here..."/>
<b>Confirm Email:</b> <input type="text" value="john.doe@example.com"/>	

**SAVE**

## DEACTIVATING/REACTIVATING A PARCEL:

- There are several reasons to deactivate a parcel and may be a better option than deleting a parcel, i.e. a parcel is no longer farmed, change of owner, not irrigated or fallow. You can reactivate this at any time as well.

Shasta-Tehama Watershed Education Coalition - Data Management Tool

Owner: John Doe | Reporter: John Doe | Year: 2018 | User: ST99999

MEMBER DATA FARM EVALUATION HMP MAPS & REPORTS

1 Account 2 Account Contacts 3 Parcels 4 Cropping

PREVIOUS 3: Review and Update Parcels enrolled in the current Account NEXT

- This page has two tables - an 'existing parcels table' and a 'new parcels table'. If you have a number of existing parcels, you will need to scroll down to view the new parcels table
- To get started, click or touch (if on a mobile device) a data item you would like to modify.
- **Note: If you are DEACTIVATING a parcel, it will remain in this list and you will be able to reactivate it at a later time. You must provide a deactivation reason for deactivating a parcel.**
- Once you have finished making modifications to the tables then please click the "Save" button.

Existing Parcels

No existing parcels in the database. Scroll down to review new parcels or add a new parcel below.

New Parcels

+ ADD PARCEL

Del	County	TRS	APN	N Vulnerability	Erosion Vulnerability	Total Parcel Acres	Add Parcel Reason	Active?	Deactivation/Reactivation Reason
*	Shasta	Emery	035-060-025-000	None	None	10.000	Newly Irrigated	Yes Yes No	N/A

- Choose deactivation reason and click 'SET DEACTIVATION REASON'

Deactivation Reason

Change the status

- APN SPLIT
- CHANGE OF OWNERSHIP
- ENROLLED IN OTHER COALITION
- INCORRECT APN - REPLACED WITH CORRECT
- NOT SUBJECT: ENROLLED IN DAIRY PROGRAM
- NOT SUBJECT: NON-COMMERCIAL
- NOT SUBJECT: NON-IRRIGATED
- NOT SUBJECT: RICE
- TERMINATED PER MEMBER REQUEST
- NON PAYMENT
- NON REPORTING
- CHANGED REPORTERS

SET DEACTIVATION REASON

- If the property has been sold, please enter the sold date and new owner name.

Deactivation Reason

Change the status

- APN SPLIT
- CHANGE OF OWNERSHIP
- ENROLLED IN OTHER COALITION
- INCORRECT APN - REPLACED WITH CORRECT
- NOT SUBJECT: ENROLLED IN DAIRY PROGRAM
- NOT SUBJECT: NON-COMMERCIAL
- NOT SUBJECT: NON-IRRIGATED
- NOT SUBJECT: RICE
- TERMINATED PER MEMBER REQUEST
- NON PAYMENT
- NON REPORTING
- CHANGED REPORTERS

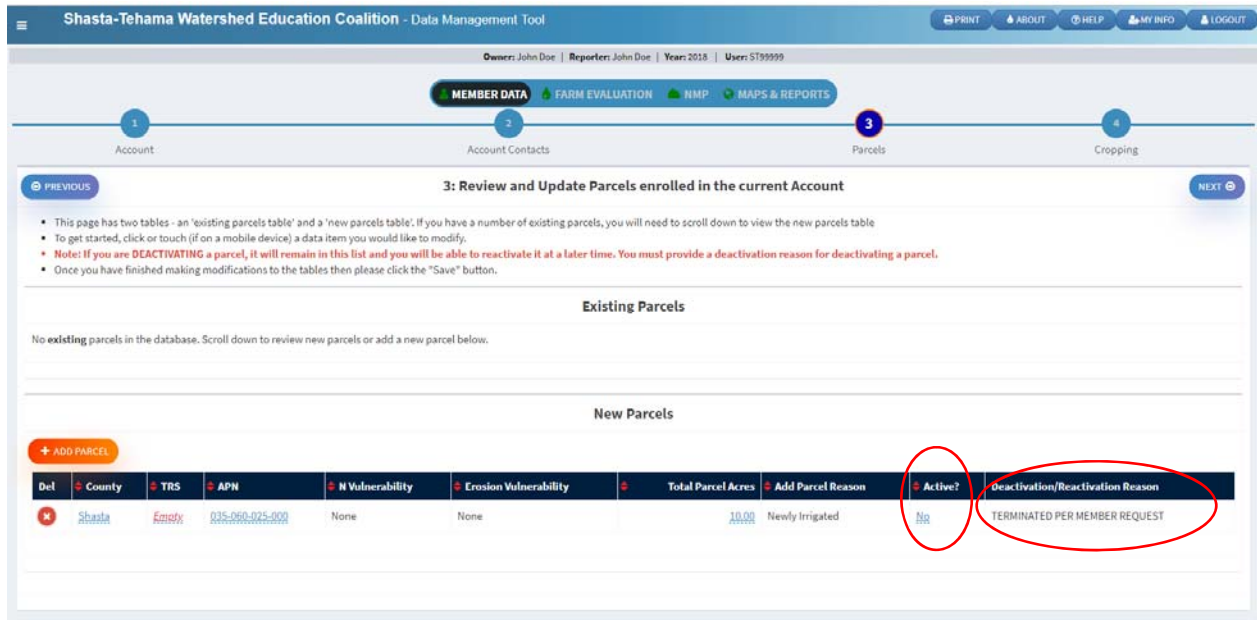
Date Sold: 12/01/2018

Sold To: JANE BUCK

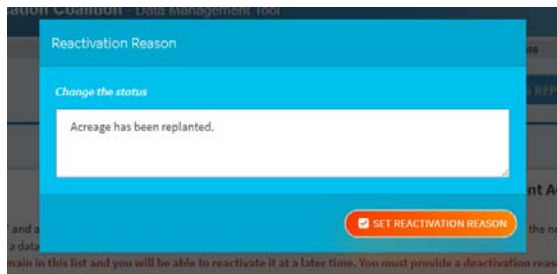
SET DEACTIVATION REASON

New Parcels

- Once deactivated, it will now show NO in the Active? Status and also the reason. The account can be reactivated at any time.



- To REACTIVATE, change the NO to YES in the Active? Dropdown box.
- You will then give the reason for reactivating



*Please contact STWEC at 530-527-4208 if there are any questions or if you need assistance with your new Data Management Tool.*



# HOW TO COMPLETE FARM EVALUATION (FE) IN THE STWEC DMT:

## PART A: FIELDS Screen (1)

You will need to have completed your parcels reconciled before you can move on to the Farm Evaluation.

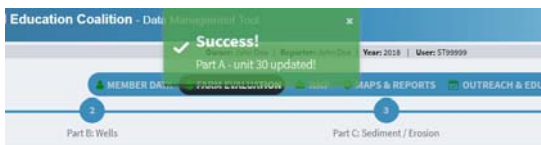
- Select and edit Management Unit details. You can edit the field 2018 Management Unit number if you have different practices for each field. For the same practices (applied nitrogen, crop type, etc), you can modify these to be the same Management Unit number.
- On the bottom of the screen, there will be a box. Unit: 30 Click on this to complete this farm evaluation (see questions below) and so on for each unit. Once completed, a check mark will appear next to the UNIT #.

NOTE: A Management Unit is a group of Parcels/Fields with the same responses for the following: Crop type, irrigation type, nitrogen management.

The screenshot shows the 'Part A - Management Unit Update and Field Specific Evaluation' screen. It includes a navigation bar with steps 1-4 and a sidebar menu. The main content area has instructions for updating current year management units and a table of fields. A red circle highlights the '2018 Management Unit' column in the table, and another red circle highlights the 'Unit: 30' button at the bottom.

County	APN	Total Field Acres	Field Id	Primary Crop	Year Crop Planted	Winter Crop	2017 Management Unit	2018 Management Unit	Part A Completed?
Shasta	000-000-000-000	9.50	ZZZZZ	ALMOND	annual	NONE		None	Not Completed

- You will need to answer Farm Evaluation Questions for each different field unit. Please be sure your information is accurate and complete.



PART A will now show a completed status.

Click the NEXT button to be taken to Part B: Wells.

## PART B: WELLS Screen (2):

- Here you will add or verify Wells (Since the system is new, you may need to add your wells). Once you make your selection and click SAVE, it will require that you acknowledge you have read all questions then select NEXT.
- For the first year of this new tool, there will be no changes submitted against 2017 in the DMT, but going forward you will need to record and acknowledge the changes.

NOTE: You can also delete or modify wells from this screen in the future if needed.

## PART C - WHOLE FARM SEDIMENT AND EROSION CONTROL PRACTICES Screen (3)

- Make your selections for you irrigation practices and select SAVE. Please select all that apply. Again, you will need to verify you have read all questions and no changes after clicking save. For the first year of this new tool, there will be no changes submitted since 2017 data is not prepopulated, but going forward you will need to record these changes and acknowledge the changes.
- You can also make any notes on your irrigation practices to view at a later date or for your records.

Select NEXT once this has been completed and the box checked.

## PART D: WHOLE FARM EVALUATION Screen (4):

- Please complete the information on this screen.
- In regards to the discharge sediment question, if you do not discharge sediment, please select no. If yes is selected, you will need to have a SECP in place and on file.
- You will need to electronically acknowledge with a digital signature (your typed name) that you have completed the Farm Evaluation with accurate information.

Account

Account Contacts

Parcels

Cropping

FARM EVALUATION

Part A: Fields

Part B: Wells

Part C: Sediment / Erosion

Part D: Whole Farm

OUTREACH & EDUCATION

Training

NMP

NMP Summary

MEMBER DATA FARM EVALUATION NMP MAPS & REPORTS OUTREACH & EDUCATION

1 Part A: Fields 2 Part B: Wells 3 Part C: Sediment / Erosion 4 Part D: Whole Farm

PREVIOUS NEXT

Note: Previous year's data is not available because this is a new account

Part D - Whole Farm Evaluation

**Pesticide Practices (Check all that apply)**

2018

- County Permit Followed
- Follow Label Restrictions
- Sensitive Areas Mapped
- Attend Trainings
- End of Row Shutoff When Spraying
- Avoid Surface Water When Spraying
- Reapply Rinsate to Treated Field
- Target Sensing Sprayer Used
- Use Drift Control Agents
- Monitor Wind Conditions
- Use Appropriate Buffer Zones
- Use Vegetated Drain Ditches
- Monitor Rain Forecasts
- Use PCA Recommendations
- Chemigation
- No Pesticides Applied

If Other, please specify ...

**Who helps you develop your crop fertility plan? (Check all that apply)**

2018

- Certified Crop Advisor (CCA)
- Pest Control Advisor (PCA)
- Certified Technical Service Providers by NRCS
- Professional Soil Scientist
- Professional Agronomist
- Independently Prepared by Member
- UC Farm Advisor
- None of the Above

**Does your farm have the potential to discharge sediment to off-farm surface waters? If you select yes, you will be required to develop a sediment and erosion control plan!**

2018

Yes

No

**Certification**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information is true, accurate, and complete. I am aware that there are significant penalties for knowingly submitting false information, including the possibility of fine and imprisonment.

**Please read and print your name in the box below:**

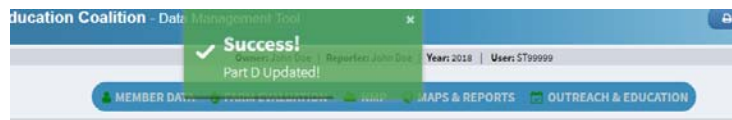
I understand that typing my name in this box constitutes a legal signature certifying that I acknowledge and agree to the above Certification.

Print name here ...

Today's Date: 1/8/2019

SAVE

You have now completed your Farm Evaluation (FE) for this year.



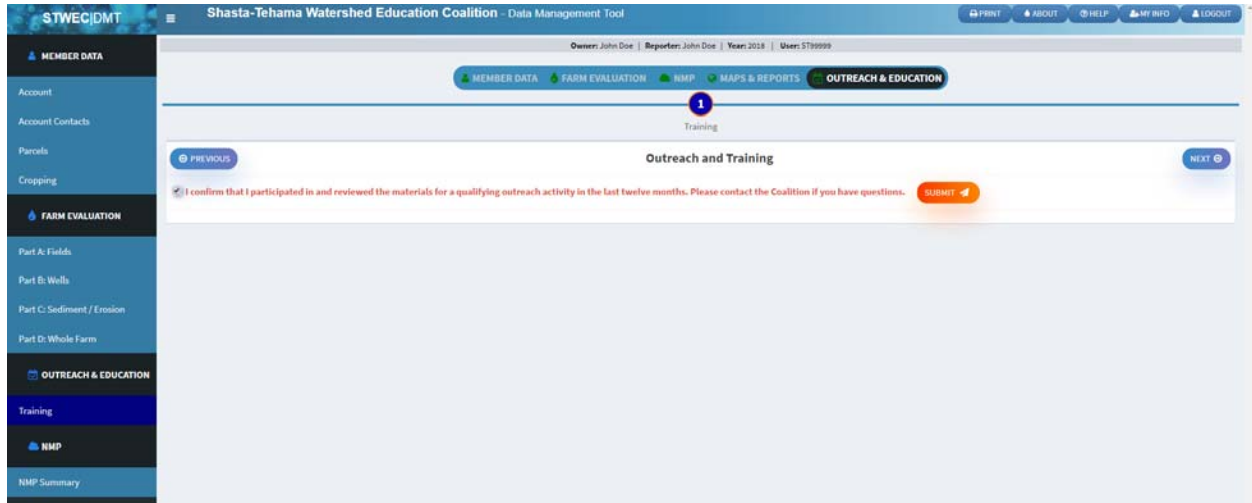
Part D - Whole Farm Evaluation Completion

uation.  
pleted evaluation until the due date.

## OUTREACH AND TRAINING VERIFICATION Screen:

- When selecting the NEXT button, you will be taken to Outreach and Education. From here you will certify you have completed or attended the necessary education outreach required.

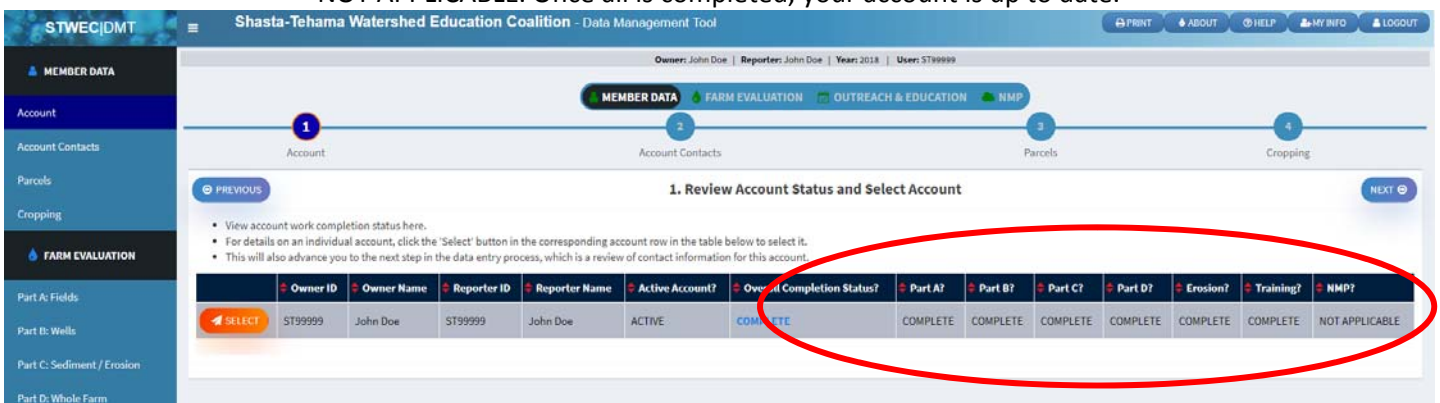
NOTE: This can be met by attending a workshop, reading the STWEC newsletters, reviewing the STWEC website or other information about water quality management practices.



- Once you have clicked the SUBMIT button, you will be taken to the screen for the Online Nitrogen Management Reporting (please see NMP How-To for help completing).
- If NMP is required, you can continue on from here, or you can go back to the ACCOUNT page to be taken to the list of accounts.

## ACCOUNT COMPLETION STATUS:

When you return to the ACCOUNT home page, you will now see in your columns that each section is COMPLETED or NOT APPLICABLE. Once all is completed, your account is up to date.



## NITROGEN MANAGEMENT PLAN (NMP) REPORTING SUMMARY HOW-TO

The Irrigated Lands Regulatory Program still requires that you print and fill out a Nitrogen Management Plan Worksheet for all parcels and keep this form on farm. For high vulnerability parcels, these NMP worksheet must be certified.

The purpose of entering your information into our DMT is for reporting and data management purposes. This DMT reporting does not substitute your Nitrogen Management Plan that must be kept on farm, but rather corresponds with the reporting requirements.

NOTE: You must complete your parcel account reconciliation and Farm Evaluation before you will be able to move on to the Nitrogen Management Plan Summary.

### NMP SUMMARY Screen:

- Only your parcels that are considered high vulnerability will appear in this list.
- You will need to change the management unit for each of these parcels. If you have the same practices for different fields, you can group them together so you only have to complete one plan for those fields rather than all separate. If applied nitrogen practices are different, please give each field a different management unit.
- Update the Management Units (MU) to group or separate fields that have the same or different applied nitrogen practices. Click on the blue field under 2018 NMP Management Unit and then select the number you would like to give this parcel. This can be done for each line item.

Click the “Save Management Unit Changes” button.

**NMP Summary for the Current Account**

**Nitrogen Management Plan - High Vulnerability Management Units**

**IMPORTANT!** The Irrigated Lands Regulatory Program requires that you download, print and fill out a Nitrogen Management Worksheet for any high vulnerability parcels and keep this on file. [Click here for the worksheet.](#) [Nitrogen Management Worksheet](#)

- Select and edit Management Unit details.
- To get started, click on a Management Unit you would like to modify, in the table of fields below.

County	APN	Total Parcel Acres	Field Id	Primary Crop	Year Crop Planted	Winter Crop	2018 NMP Management Unit
Tehama	000-000-000-000	73.64	None	PRUNE		None None	1
Tehama	000-000-000-000	73.64	None	WALNUT		None None	2

Click the "Save Management Unit Changes" button to apply Management Unit changes and refresh the table below.

• Select, Edit and review NMP details.  
• To get started, click on a data item you would like to modify.  
• If reporting yield for pasture, please use "Irrigated Pasture Nitrogen Management & Planning" calculator located <http://rangelands.ucdavis.edu/ignmp/>

NMP Management Unit	Primary Crop	Year Crop Planted	Applied Fertilizer N (lb/ac)	Yield/acre	Yield Unit	If Zero Yield, Add Note	A/Y (Calculated)	Available N in Manure/Compost (lb/ac/yr)	Available N carryover in Soil (lb/ac)	N in Irrigation Water (lb/ac/yr)	NMP Completed?	Note
1	PRUNE	None	None	None	lbs	N/A	0.0000	None	None	None	Completed	None

- Once you have submitted the management unit changes, a list will appear grouping them together below those fields. You will see multiple lines if there are multiple different applied nitrogen practices. If all fields are the same, you will only see one line in this section.
- Here is where you will complete your NMP Summary Report. You will complete your NMP according to the management units you have selected. Fields that are light blue can be changed and edited to include the correct information.

Note: If crops are not correct, return to the Cropping page and update these to reflect current information.

Click the "Save Management Unit Changes" button to apply Management Unit changes and refresh the table below.

**SAVE MANAGEMENT UNIT CHANGES**

- Select, Edit and review NMP details.
- To get started, click on a data item you would like to modify.
- If reporting yield for pasture, please use "Irrigated Pasture Nitrogen Management & Planning" calculator located <http://rangelands.ucdavis.edu/ipnmp/>

NMP Management Unit	Primary Crop	Year Crop Planted	Applied Fertilizer N (lb/ac)	Yield/acre	Yield Unit	If Zero Yield, Add Note	A/Y (Calculated)	Available N in Manure/Compost (lb/ac/yr)	Available N carryover in Soil (lb/ac)	N in Irrigation Water(lb/ac/yr)	NMP Completed?	Note
1	PRUNE	None	None	None	None	None	0.0000	None	None	None	Not Completed	None
2	WALNUT	None	None	None	None	None	0.0000	None	None	None	Not Completed	None

Once you have finished making modifications to this table then please click the "NMP Completed" button to finish the NMP.

**NMP COMPLETED**

Once you have input all the correct information, click on the NMP COMPLETED button and you will then be taken to the page that verifies you have completed your NMP.

The screenshot shows a web browser window with a green success message box that says "Success! nmp completed". Below the message, the page title is "NMP - Nitrogen Management Plan Completion". The main content area contains the following text: "Thank you for completing your NMP. Please note that you can still edit your completed NMP until the due date. Please proceed to another account or logout - if finished." The browser's address bar shows "Shasta-Tehama Watershed Education Coalition - Data" and the page has navigation links for "PREVIOUS", "NMP", and "SAPS & REPORTS".

*If you have any questions or need assistance with reporting the NMP, please contact STWEC at 530-527-4208*